

Issued August 28, 1937.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION1937 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGIONRECEIVED
SEP 14 1937 ★

U. S. Department of Agriculture

Instructions for Preparation of Form NCR-123,
Summary of Progress of County Performance.

In order for the North Central Division to be advised of the status and progress of the extent of performance in each county in the North Central Region, it will be necessary for the State Committee to have the Summary of Progress of County Performance (Form NCR-123) prepared each week. This summary will be prepared from data shown on the Weekly Progress Reports of County Performance (Form NCR County No. 2), which are to be submitted to the State Committee at the end of each week by the county associations as set forth in Part VIII of NCR-111. This information will give a close estimate of the number of persons and farms which are participating in the 1937 Agricultural Conservation Program.

Until such time as Forms NCR-123 are available, Form NCR-103, or other available blank forms, may be used for the purpose of furnishing the required data. A typed copy of NCR-123 has been sent to the State Committee. If NCR-103 is used, such form should be changed in the following manner:

1. Change the number of form from "NCR-103" to "NCR-123".
2. Change the heading of Form NCR-103 to read "Summary of Progress of County Performance".
3. Strike out the word "Month" under the heading and substitute in lieu thereof "Week Ending".
4. Strike out all printed headings in columns 2 through 30.
5. Extend the vertical line between columns 5 and 6 to the red and blue line immediately above. Do likewise with the vertical lines between columns 8 and 9, columns 11 and 12, columns 14 and 15, columns 17 and 18, columns 20 and 21, columns 23 and 24, columns 25 and 26, columns 27 and 28, and columns 29 and 30.

At the head of each space created by the extension of such vertical lines, enter the figures 2 through 11 and the following headings:

- Column 2 - "No. of Forms NCR-112 filed by Operators".
" 3 - "No. of Forms NCR-112 filed by Owners".
" 4 - "No. of Farms for which Forms NCR-112 have been filed".
" 5 - "No. of Farms inspected by Farm Reporters".
" 6 - "No. of Farms inspected by Community Committeemen".

- Column 7 - "No. of Forms NCR-114 completed in County Office".
" 8 - "No. of Forms NCR-114A completed in County Office".
" 9 - "No. of Statements of Intention on Range Land filed by Operators".
" 10 - "No. of Ranching Units Inspected".
" 11 - "No. of Forms NCR-153 completed in County Office".

(Note: Column 8 will be used only in States where there are cotton farms and farms operated with the aid of sharecroppers. Columns 9, 10, and 11 will be used only in Nebraska and South Dakota.)

Enter in line No. 1 the words "Period" and "Cumulative" in each of the columns 2 to 11, inclusive. For example, immediately below the words "Secty" and "Days Worked", enter the word "Period", and immediately below the words "Treas." and "Days Worked", enter the word "Cumulative".

Preparation of Form NCR-123

Form NCR-123 will be prepared from the data obtained from NCR-County No. 2. The first NCR-123 to be submitted shall be dated as of September 3 and will carry only cumulative totals. Each succeeding NCR-123 shall carry the totals for the succeeding weeks together with cumulative totals.

It will be necessary that NCR-123 be prepared for the State not later than Wednesday for the period covering the preceding week and forwarded immediately to the North Central Division. If an NCR County No. 2 is not received for a particular county at the time of preparation of NCR-123, enter the name of the county and the notation "NCR County No. 2 not yet received". In such cases do not make any entries in any of the columns for such county. If any NCR County No. 2 is received from an association after NCR-123 is submitted to the North Central Division, the data on such report should be included in the NCR-123 for the next period.

The first line of the second sheet shall be left blank for the purpose of carrying over totals from the preceding sheet, and grand totals shall be entered on the last sheet. In all instances cumulative totals shall include all totals for the period.

Preparation and Distribution of Form NCR County No. 2.

Form NCR County No. 2 should be mimeographed in the State office and distributed to all county associations in the State. The name of the State should be entered at the head of the form in the space provided in the upper right hand corner. Sufficient copies should be mimeographed to be used in duplicate for a period covering approximately fourteen weeks. Copies of Form NCR County No. 2 have been forwarded to the State Committee.